

# Job Title: Administrator

Req ID 10341 - Posted 30/07/2020



## EUROPEAN SPACE AGENCY

Vacancy in the Director General's Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

### Post Administrator

This post is for a limited duration of 4 years (non-renewable) and is classified A2-A4 on the Coordinated Organisations' salary scale.

**Location**  
ESA Headquarters, Paris, France

**Description**  
Administrator in the EU Policy Office, in the External Relations Department.

### Duties

Reporting to the Head of the EU Policy Office, in the External Relations Department, the postholder will assist him in carrying out his duties. The postholder will in particular:

- Monitor, in coordination with the Brussels Office, EU activities in relation to space, and EU Member States involvement therein;
- Produce analysis of EU development, policies, regulations, in relations to the space sector, the space economy, and sectorial policies where space can provide a contribution, in particular in the area of safety and security;
- Contribute to the formulation of an ESA strategy and policies regarding its relationship and cooperation with the EU, ESA involvement in EU Programmes, and the further evolution of this relationship;
- Support a coherent and consistent implementation throughout the Agency of ESA policies with regard to the EU;
- Support Programme Directorates in the establishment and development of their cooperation with the EU, its institutions and agencies;
- Support negotiations for agreements with the EU, its institutions and agencies;
- Represent where requested the Agency towards the EU, its institutions and agencies, and other forums in relation to EU affairs.

### Technical competencies

Knowledge of the ESA institutional framework, policies and programmes  
Knowledge of the law, politics and institutions of the European Union  
Knowledge of the multi-level governance of the European space sector  
Strong analytical and research skills  
Innovation and Creativity

### Behavioural competencies

Teamwork  
Self Motivation  
Problem Solving  
Cross-Cultural Sensitivity  
Results Orientation  
Innovation & Creativity

### Education

Applicants for this post should have a PhD or equivalent qualification in social sciences with a focus on international relations and EU affairs.

### Additional requirements

- At least five years' experience in working on EU affairs both at policy and operational levels i.e. in liaising with experts in technical domains.
- Experience in conducting research on European Union law, politics and policies, with good knowledge of EU's sectorial and space policies, and a proven ability to formulate assessments and policy recommendations.
- Good knowledge of relations between the EU and ESA, with respect to their institutional framework.
- Proven experience working in interdisciplinary teams.
- Proven ability to conduct qualitative and quantitative research autonomously, with record of academic achievement (i.e. awards, research/publication record).

### Other information

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these is required. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

**The closing date for applications is Thursday, 27 August 2020.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

(<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.